

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Council Members

**FROM/PHONE:** Mark Alan, Director of Human Resources Management (954) 797-1169

**PREPARED BY:** Mark Alan, Director of Human Resources Management

**SUBJECT:** Personnel Rules and Regulations Amendment

**AFFECTED DISTRICT:** All Districts

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING RULE XII, SECTION 3 OF THE PERSONNEL RULES AND REGULATION OF THE TOWN OF DAVIE, FLORIDA, ENTITLED "PAYMENT OF TUITION COSTS IN SELF-DEVELOPMENT COURSES"; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**REPORT IN BRIEF:** Currently, the town pay eighty percent (80%) of the tuition paid, up to a maximum of \$3,500 per fiscal year for no more than two (2) courses per semester, for reimbursement of tuition for college courses where the course is closely related to the work being performed by the employee.

Educational expenses include tuition and often also include associated fees which if not paid would preclude the employee from taking the college course. These associated fees include fees such as laboratory fees, matriculation fees, and registration fees.

This resolution amends the Town's Tuition Reimbursement policy to indicate that the Town will reimburse educational expenses which include associated fees as well as tuition. Educational expenses will be reimbursed only up to the aforementioned limits.

**PREVIOUS ACTIONS:** Town Council during the September 17, 2003, Town Council Meeting passed Ordinance 2003-036, Section 2 of which stated, "Any necessary future Town Council action regarding the Town of Davie's Personnel Rules and Regulations will be addressed through Resolution." Town Council during the August 15, 2007, Town Council Meeting passed Resolution 2007-227.

**CONCURRENCES:** not applicable

**FISCAL IMPACT:** not applicable

Has request been budgeted? n/a

**Attachment(s):**

Resolution

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA,  
AMENDING RULE XII, SECTION 3 OF THE PERSONNEL  
RULES AND REGULATION OF THE TOWN OF DAVIE,  
FLORIDA, ENTITLED "PAYMENT OF TUITION COSTS IN  
SELF-DEVELOPMENT COURSES"; PROVIDING FOR  
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town Council during the September 17, 2003, Town Council Meeting passed Ordinance 2003-036, Section 2 of which stated, "Any necessary future Town Council action regarding the Town of Davie's Personnel Rules and Regulations will be addressed through Resolution."; and

WHEREAS, The Town of Davie desires to amend Rule XII, Section 3 of the Personnel Rules and Regulation of The Town of Davie, Florida, Entitled "Payment Of Tuition Costs In Self-Development Courses."

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby amend Rule XII, Section 3 of the Personnel Rules and Regulation of The Town of Davie, Florida, to read as follows:

RULE XII. EMPLOYEE DEVELOPMENT

Section 3. Payment of tuition costs in self-development courses.

Employees are encouraged to continue their self-development in whatever field they may be employed. Regular full-time employees who wish to take college courses after work hours may be able to have the ~~tuition~~ educational expenses for such courses ~~paid for~~ reimbursed. Educational expenses include tuition and fees which if not paid would preclude the employee from taking the college course. It is the policy of the town to pay eighty percent (80%) of the ~~tuition~~ educational expenses paid, up to a maximum of \$3,500 per fiscal year for no more than two (2) courses per semester, for reimbursement of ~~tuition~~ educational expenses for college courses where the course is closely related to the work being performed

by the employee, and when there is a reasonable indication that the course will help the employee render better performance to the town; provided the employee receives a grade of "C" or better for the course and other funds such as grants [Florida Resident Access Grant (FRAG) and all others], scholarships, fellowships, or GI bill funds are not available from which such ~~tuition~~ educational expenses may be paid. If the course is presented on a "pass/fail" basis, the employee must receive a grade of "pass" to be eligible for reimbursement. Pursuant to policies and procedures promulgated by the Town Administrator, an employee wishing to apply for ~~tuition~~ educational expenses payment should submit his/her request in writing to his/her department director. The

request should contain information as to the nature of the course, its length, and cost of ~~tuition~~ educational expenses. If the department director feels that the course meets the criteria for payment, they will submit the request to the town administrator or designee with recommendation for approval. When the course is completed, a copy of the certificate or transcript received showing completing of it should be furnished to the department director. After review, the department director will forward it to the town administrator or designee for approval and to be placed in the employee's personnel file, at which time reimbursement will take place.

The town administrator or designee may require an employee who voluntarily resigns or who is terminated to reimburse the town for educational expenses if the employee has not completed two (2) years of paid continuous service after the course was completed. In making the determination whether or not to require reimbursement, the town administrator or designee shall consider criteria, including, but not limited to, length of continuous service, performance appraisal record, and reason(s) for leaving town employment.

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007